



TO: AGENCY HEADS AND AGENCY PERSONNEL ADMINISTRATORS  
DT: July 1, 2004  
RE: General Letter 202: Intergovernmental Mobility Assignments

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**ALAN J. MAZZOLA**  
Deputy Commissioner

This letter combines the procedural guidelines established in General Letter 202 dated September 29, 1980 with Public Act 04-63, specifically the changes concerning staff assigned to the Office of the Court Monitor for the Department of Children and Families.

### Purpose of Intergovernmental Mobility Assignments

Assignment from state service to a federal agency, to any municipality of the State or to institutions of higher education are intended to facilitate cooperation through the short-term assignment of skilled employees. Such assignments must be of mutual benefit to the receiving and sending organizations and the employee must agree to the assignment. Work assignments that involve the gaining of experience in order to enhance the employee's effectiveness in his or her permanent assignment are within the scope of the law.

In compliance with Section 5-239a of the Connecticut General Statutes effective October 1, 2004, the following procedure is adopted regarding the assignment of permanent State employees of the Executive Branch to other agencies and institutions:

- A. Permanent state employees of the executive branch, including institutions of higher education encompassing technical and junior colleges as well as four-year colleges and universities, may be assigned to a federal agency, to the office of the court monitor at the Department of Children and Families established in accordance with the terms of the consent decree entered in the case of *Juan F. v. O'Neill*, to any municipality of the state or to institutions of higher education, including private as well as public institutions and technical and junior colleges as well as four-year colleges and universities, provided that the assignment meets with the written approval of the appointing authorities of the agencies and institutions involved in the assignment of the employee.
- B. State employees may only be assigned to such agencies and institutions with their personal consent.
- C. Assignments may be made for a period of up to two years and renewed once for an additional two years, provided any assignment of an employee to the court monitor at the Department of Children and Families shall not be subject to such durational time limits and may remain effective until December 31, 2006.
- D. An employee on such assignment may be deemed to be on detail to a regular work assignment of his or her agency or institution and entitled to full salary and benefits and all rights and privileges for his class or position.

- E. Employees of a federal agency or any municipality of the state or institutions of higher education, including private as well as public institutions and technical and junior colleges as well as four-year colleges and universities, on assignment with an agency of the executive branch of state government shall serve under appointment made without regard to provisions of the general statutes regarding appointment in the classified service.
- F. The cost of any salary and benefits may be shared by the jurisdiction or be paid entirely by one or the other and shall be subject to negotiation between the agencies or institutions cooperating on the assignment. The assignment shall be described in a written agreement.
- G. Included within said written agreement shall be the initial term of the assignment, a breakdown of how costs will be shared between the cooperating agencies or institutions, the source(s) of funds to pay said costs, which agency or institution will include for participation PARS eligible managers, a description of the duties to be performed or responsibilities to be served by the employee, and signed approval of the agreement among the appointing authorities of the cooperating agencies or institutions and the employee.
- H. Once the agencies or institutions have agreed upon the assignment and all terms and conditions for the assignment, it shall be put into effect by the written agreement and submitted to the Commissioner of Administrative Services and the Secretary of the Office of Policy and Management for approval whereupon the agreement will be in effect.

This General Letter may also be found on the Department of Administrative Services' website – Human Resources page in the “Business Rules & Regulations” section. If you have any questions concerning this information, please contact Shari Grzyb via Email at [shari.grzyb@po.state.ct.us](mailto:shari.grzyb@po.state.ct.us) or via telephone at (860) 713-5176.

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